# SIS2000+ Training Manual

# Mass Course Request Changes

Using Schedule Editor

# **Purpose**

This highly-flexible application adds, changes or removes course requests from/to a set of students. Mass Course Request Changes allows additions or changes to be made to more than one student at a time. You may also preview results on a trial run basis before actually posting the changes to the database.

# **Objectives**

There are three types of Mass Course Request Actions available:

∠ Add Requests

∠∠Change Requests

∠ Remove Requests

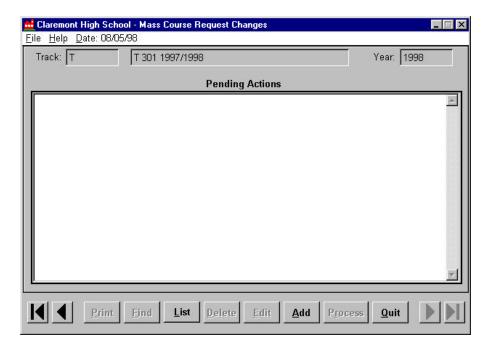
# Accessing Mass Course Request Changes

From the SIS2000+ Main Menu click **Scheduling (**or Alt+u on the keyboard). From the Scheduling Menu click **Mass Requests** (Alt+q).

# **Prerequsites**

Once the students have Course Requests you will be able to use the Mass Course Request Changes Editor to perform bulk changes to the student's requests.

# 'Mass Course Request Changes' Screen



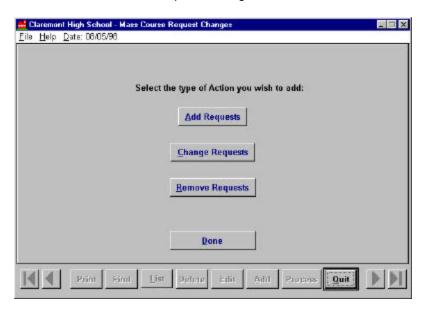
# <u>Tas</u>ks

# **Select a Track**

Select the track to which you will be making changes.

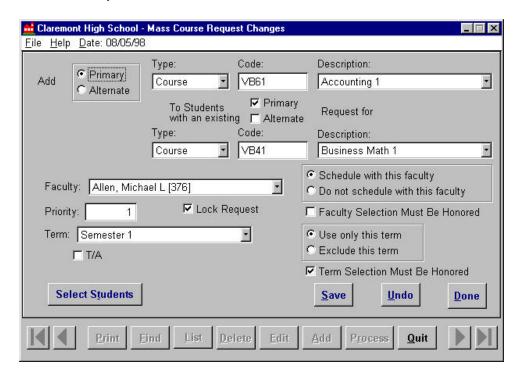
# Add, Remove or Change Requests

From the Mass Course Request Change Screen, click Add. The following screen will appear:



# Add Requests

## Select Add Requests.



In its minimum configuration, this Action will add a specified course request to all students in the track as a Primary or Alternate request. By further defining conditions and criteria, the course request can be configured to be added only to those students with a specified existing course request.

## Primary -

Check this field to add the course request as a Primary request.

#### Alternate -

Check this field to add the course request as an Alternate request. This action will activate the 'To students with an existing 'Request For' fields directly below. The Alternate course request that is being added must be associated with a Primary course request in the 'Request For' fields.

### Type -

Select "Course", "Group", or "Team". The selection made here will filter the available selections in the next two fields.

- ZEIf "Course" is selected then all courses assigned to the selected track (via the Track Course Selection procedure) will be available for selection.
- ∠∠If "Group" is selected then only the names of Course Groups (as defined in the Group Editor application) will be available for selection. All courses within a selected group will be added as course requests.
- "Team" is selected then only the names of Teams (As Defined in the Team Editor application) will be available for selection. All course sections within a selected group will be added as course requests.

#### Code -

If the code of the target Course, Group, or Team is known, enter it here. If the code entered is valid, a corresponding Description will be displayed in the next field.

## Description -

If the Code is not known, select the target Course, Group, or Team from this drop-down list. The corresponding code of the selection will automatically display in the Code field to the left.

## Faculty -

Optional: Select a faculty preference for the existing requested course or leave blank if there is no preference.

## Schedule with this faculty -

Check here to define the name in the Faculty field as a preference.

## Do not schedule with this faculty -

Check here to define the name in the Faculty field as an exclusion, i.e. the student prefers not to be scheduled with the selected teacher.

## Faculty Selection Must Be Honored -

Check this field if the faculty preference or exclusion is required as a condition for scheduling the student in the requested course.

#### Priority -

Course requests with highest priority will be scheduled first in SIS 2000+ Student Loader program. The Loader will accept priority values ranging from 1-999, with "1" being the highest priority. The priority system is used when automatically building a schedule to ensure that the students who need a specific course the most are the first ones to be scheduled into the class. The default for this field is "1". Entering a zero (0) would be interpreted by the Loader as "1000", or lowest priority.

#### Lock Request -

The locked mode prevents the course request from being cleared by certain automatic functions in SIS 2000+, such as the "Clear Unlocked Requests" feature in the Career Plan Editor application or the Generate Course Requests from a Career Plan procedure. Deselect this field to allow the course to be cleared by these automatic functions.

#### Term -

Select the desired term for enrollment. Choices available are determined by the terms defined for the current track of the selected student.

### Use only this term -

Check here to define the value in the Term field as a preference (default)

#### Exclude this term -

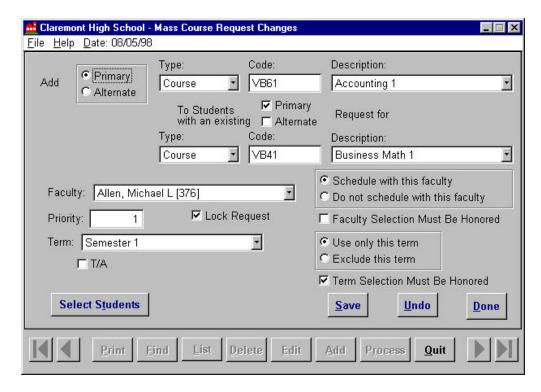
Check here to define the value in the Term field as an exclusion, i.e. the student prefers not to be scheduled in the selected term.

#### **Term Selection Must Be Honored -**

Check this field if the term preference or exclusion is required as a condition for scheduling the student in the course.

#### TA -

Put a check in this box if the student is requesting to be a Teacher Assistant for this course.



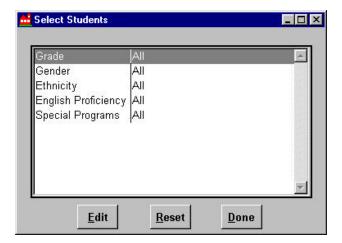
# **Example**

In the above example, the user wants to add a primary request for Accounting to students who already have a primary request for Business Math. The user has stated that Michael L. Allen will teach this course during the first semester. This request has a priority of one, which means that the Student Schedule Loader will recognize this as a class that must be scheduled before alternate courses.

#### Select Students

Click on the Select Students command button to open the 'Select Students' screen.

Select a category to edit by clicking on an entry until it is highlighted in gray. Then click Edit.



#### Note:

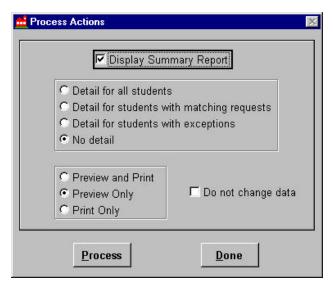
You may filter or limit the above categories however, you may not select specific students.

Click **Done** to apply your selected limitations, Edit to modify, or Reset to set all categories back to the default 'All'. If you click Done, the view will revert to the 'Add Requests' screen.

**Save** the completed Add Requests Action, then click **Done**. The view will revert to the 'Select type of Action...' screen.

At the bottom of the 'Select type of Action...' screen click **Done** to go back to the main 'Pending Actions' screen and view the completed Action as an entry on the screen.

Click the **Process** button. The following screen will appear:



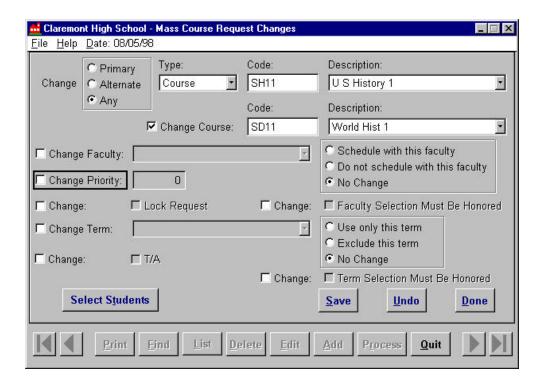
You may now select the information that you wish to view/print.

## Click **Process** to proceed.

The 'Process Action' screen will appear. You will see the program load the request. Once completed, you can view the report. When you exit the report you will notice that the pending action no longer exists, as it has been processed.

# Change Requests

This Action will look for a specified a course request already existing in the database and change its attributes to the defined conditions.



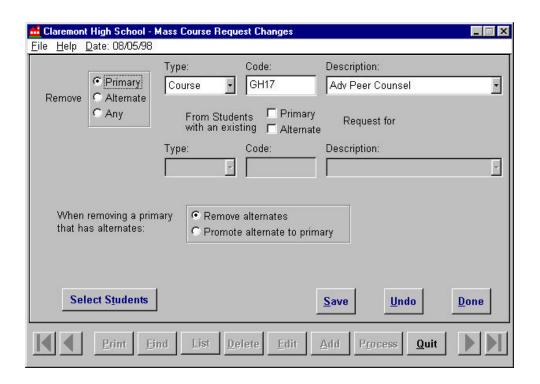
## **Change Course**

The course request queried will be changed to the new course request indicated. Enter a new Code or Description.

Put a check mark in each course request attribute to be modified. As this is done the corresponding read-only fields to the right of the check box will be enabled. A minimum of one attribute must be selected in order to save and process this Action.

## Remove Requests

This action will remove a specified course request from all active students in the selectedtrack who have requested it. By adding a condition, the course request can be configured to be removed from only those students with a specified existing course request. Furthermore, when removing a course request that is a Primary request, the Action can be configured to either remove all associated Alternate requests along with the Primary request or promote any associated Alternate requests to Primary request status in place of the request that was removed.



## Select Course Request to Remove -

In the upper portion of the 'Remove Requests' screen select the Course, Group, or Team that you want to remove.

## Primary -

Check this field remove the course request only from students who have it designated as a Primary request. Then choose either Remove alternates or Promote alternate to primary in the button group below.

## Remove alternates -

Remove all associated Alternate requests along with the Primary request.

### Promote alternate to Primary -

Promotes any associated Alternate requests to Primary request status in place of the request that was removed.

Once you have defined this action, Save and Process.